



EMPLOYMENT OPPORTUNITY

PROBATION CLERK

SALARY AND BENEFITS

\$16.07 - \$21.08 per hour, plus benefits

FILING DEADLINE

5:00 p.m., March 16, 2023

DUTIES AND RESPONSIBILITIES

The Probation Clerk performs specialized and responsible administrative, clerical, and document processing functions for assigned program or project related to the Probation Department. The major duties of the job include:

- Relieve department staff of office support service functions; utilize independent judgment and initiative
- Act as interdepartmental liaison relating to project support functions for the office and for compliance with county regulations and practices relating to those functions.
- Perform complex clerical duties related to area of assignment such as purchasing, building inspection, social services, housing, plan review, building permits, and other county programmatic areas.
- Conduct field site visits as necessary.
- Interpret, apply and explain policies and procedures related to area of assignment to the public; respond to individuals requesting services related to area of assignment.
- Prepare correspondence and supporting documentation relating to area of assignment; maintain accurate records and files of program activities.
- Respond to public inquiries, both on the telephone and in person, and refer to appropriate staff member for more specific information as appropriate; exhibit familiarity with functions and departments of the county.
- Act as information source to inquiries not requiring the supervisor's attention and otherwise assist in representing the department by telephone and in person; compose correspondence as required.
- Collect information from a variety of documents pertinent to assigned department or functional area of responsibility; compile data for reports; prepare routing reports as required.
- Maintain and monitor records and files; follow up on due dates; perform other monitoring functions to ensure timely completion of work.
- Provide assistance with preparation of the department budget and track expenditures during year.
- May perform secretarial duties as necessary; type, proofread and edit correspondence, reports, proposals and contracts.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: One year of clerical experience is desirable.

Education: Equivalent to the completion of the twelfth grade.

License and Certification:

Possession of a valid California driver's license.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. An application may be obtained from the Personnel Office listed below or by visiting the Personnel Department of our website at <http://lassencounty.org>. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street
Susanville, California 96130

PH: (530) 251 -8320

Opened: March 2, 2023

GENERAL INFORMATION

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice. EOE